

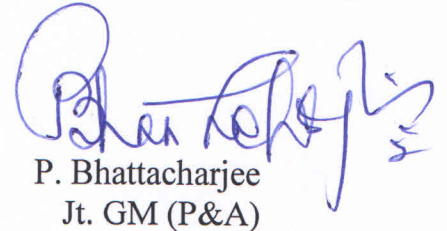
C I R C U L A R

22/08/2015

It has been observed that spouses of some of our employees are frequently availing the facility of IFFCO School Buses meant for their wards only. The Management has decided that all such employees' spouses are required to deposit @Rs.1,000/- (One thousand only) per month w.e.f. 01st Sept. 2015 onwards, for availing any IFFCO School bus. Accordingly, concerned employees are advised to submit a Declaration (format attached) for deduction from their salary for usage of IFFCO school bus. Such declaration must be submitted to the undersigned on "immediate" basis.

The above instruction may please be strictly adhered to avoid any inconvenience.

Cooperation from all concerned employees is solicited.



P. Bhattacharjee
Jt. GM (P&A)

Distribution:

Notice Board

CC to: Unit Head
Jt. GM (F&A)
The individual employees.

IFFCO

DECLARATION

(Employee's Spouses availing School Bus facility)

Dated: _____

I,, P.No. _____ wish to inform that my wife is using the IFFCO School Bus facility for my son studying in _____ Class at _____ School. For using such facility by my spouse, an amount of Rs.1000/- p.m. may please be deducted from my salary w.e.f. September, 2015 onwards.

Name of employee:

P.No.

Designation

Department

